

SECRET

DETACHMENT "H"

EXTRA COPIES

24 October 1972

STANDARD OPERATING PROCEDURE

H-10-12 This supersedes H-10-12 dated 23 July 1971.

COURIER PROCEDURES

1. PURPOSE: To set forth procedures to be followed by couriers.
2. SCOPE: The provisions of this SOP cover all personnel who act as couriers.
3. RESPONSIBILITY: Director of Security is responsible for adherence to this SOP.
4. PROCEDURES:

- A. Couriers may be selected from Project Detachment, Project Headquarters and other Station Security Personnel at discretion of Project Headquarters.

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Documentation will include:

Orders
Form 1173 I.D. Card
Courier Identification Letter
Customs Exemption Forms
Official Passport and Shot Record
Contact List
Guard Custody Forms

| | ACT | INFO |
|--------|-----|------|
| DFA | | |
| PLANS | | |
| D/TECH | | |
| OXC | | |
| IDFA | | |
| SS | ✓ | ✓ |
| MD | | |
| WS | | |
| INTEL | | |
| AS | | |
| COMMO | | |
| CC | | |
| FILE | | ✓ |

- C. Couriers will be briefed on care of classified material, names of contacts, and procedures for sending emergency cable traffic through USAF communications.
- D. Couriers escorting mission take will depart [REDACTED] in USAF aircraft. Commercial and MAC aircraft may be utilized as directed by Headquarters.
- E. Appropriate messages regarding courier movements will be sent to processing locations and other interested stations. Such messages will identify the courier, contain cargo details, provide itinerary and any special instructions necessary.
- F. Couriers departing from and arriving [REDACTED] will be met and assisted by Security Staff personnel and Logistics personnel as required.

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Detachment Commander